



**BERKELEY COUNTY WATER & SANITATION
HUMAN RESOURCES DEPARTMENT
PO Box 1529
Moncks Corner, S.C. 29461**

Phone Numbers:

Charleston (843) 719-2653
Moncks Corner (843) 761-8817
St. Stephen (843) 567-2061

Other:

Fax Number: (843) 719-2413
Website: www.bcwsa.com
E-mail: psingleton@bcwsa.com

IMPORTANT INFORMATION FOR APPLICANTS

Berkeley County Water & Sanitation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, age, sex, veteran status or disability. It is our policy to comply with all laws banning discrimination. We are actively seeking qualified applicants to fill vacant positions as they become available. Please take time to read this information so that you can better understand our application and hiring process.

Jobs are posted in the Berkeley County Water & Sanitation Office Building (212 Oakley Plantation Drive, Moncks Corner), in the SC Job Bank and through the SC Employment Security Commission. They are also listed on the Berkeley County Government website listed above.

Applicants must complete the *Berkeley County Water & Sanitation Employment Application* in its entirety in addition to including a current ten (10) year driving record, a copy of their High School Diploma, GED and/or other diplomas/certificates applicable to job requirements must be attached. A resume may be attached as a supplement; however, it will not be considered as a substitute for any section of the application. A separate application should be submitted for each position of interest. Applications are only accepted for vacant positions. It is suggested that applicants keep a copy of the original application for future openings.

Once a completed application has been received by the Human Resources Department, an applicant will receive a post card indicating receipt. **Incomplete applications received by the Human Resources Department will be returned and not considered.**

Completed applications submitted for vacant positions will be screened for basic requirements of the position including verification of past employment. The most qualified applicants are referred to the department and considered for interviews. Unless an applicant is selected by the department for an interview, they will not be contacted.

Following the interview process, the department will make a hiring decision. Providing satisfactory results are received on the criminal history check, a conditional offer of employment will be made by the Human Resources Department. (Retirees of the South Carolina Retirement System or the Police Officer Retirement System will be offered employment as temporary employees without grievance rights or benefits afforded to regular employees.) If a conditional employment offer is accepted, the applicant will be required to proceed with post-offer pre-employment testing. If required by the position, these tests may include, but are not limited to, a drug/alcohol screening, PPD (tuberculosis) test, functional capacity test, physical exam and psychological exam. Upon successful completion of pre-employment testing, a tentative orientation date will be scheduled. Failure to successfully complete all phases of pre-employment testing may result in a withdrawal of the conditional offer of employment.



HR USE ONLY:

AP# _____

DISPOSITION CODE: _____

EMPLOYMENT APPLICATION

Berkeley County Water & Sanitation HUMAN RESOURCES DEPARTMENT

PO Box 1529, 212 Oakley Plantation Drive
Moncks Corner, S.C. 29461

BERKELEY COUNTY WATER & SANITATION'S POLICY IS TO COMPLY WITH ALL LAWS INCLUDING THOSE BANNING DISCRIMINATION. APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX, VETERAN STATUS OR DISABILITY.

Instructions: Please print or type. Complete all items. If a question is not applicable, enter "N/A" Do not leave any sections blank. Failure to do so may result in loss of employment opportunities.

Position Applied For: _____

Department: _____

PERSONAL DATA

NAME: _____
(Last) (First) (Middle)

List any other name by which you have been known: _____

ADDRESS: _____
(Street)

(City/Town) (County) (State) (Zip Code)

PHONE NUMBERS: Home: (____) _____ Email Address: _____

Cell: (____) _____ Pager: (____) _____

Business: (____) _____ Ext. _____ May we call you at work? yes ____ no ____

Are you currently or have you ever been employed by Berkeley County Water & Sanitation? yes ____ no ____
(if yes, please be sure to include this information in the Employment History section of this application.)

Are you currently or have you ever been a member of the South Carolina Retirement System or Police Officers Retirement System? yes ____ no ____

Are you seeking Veteran's Preference? yes ____ no ____ If yes, a DD-214 must be attached.

List any relatives currently employed by Berkeley County Water & Sanitation:

NAME

RELATIONSHIP

DEPARTMENT

Please list 3 job related references other than relatives (you may also attach letters of reference):

NAME

PHONE NUMBER

ADDRESS

EDUCATION, TRAINING AND LICENSES

Do you possess a valid driver's license? yes ____ no ____

Driver's license number: _____ State: _____ Class: _____

Degree information will be verified. Please check highest education level attained:

☐ Less than HS ☐ HIS Graduate or Equivalent ☐ Some College ☐ Technical School
☐ 2 Yr College ☐ Bachelor's ☐ Some Grad School ☐ Master's
☐ MID, DDS, JD ☐ Doctorate ☐ Post Doctorate

Type of School	Name of School and State	Credits/ Hours Completed	Graduated		Type of Diploma Or Degree	Major Field of Study
			Yes	No		
High School or Issuing Gov't Authority						
Undergraduate Colleges or Universities						
Graduate Schools						
Technical, Vocational or Other Schools						

Please indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold:

_____ Name of License / Certification / Registration	_____ Number	_____ Issue Date	_____ Expiration Date	_____ State
_____ Name of License / Certification / Registration	_____ Number	_____ Issue Date	_____ Expiration Date	_____ State

COMPUTER SKILLS

Do you have computer experience? ☐ Yes ☐ No

Check all that apply:

Microsoft Windows ☐

Microsoft Word ☐

Microsoft Excel ☐ or, if other spreadsheet program, please specify: _____

Other software used:

Other computer experience (ex. data entry):

EMPLOYMENT HISTORY

Please list your entire employment history. Omission of material information could result in loss of employment opportunities or termination from employment.

A. If current employer, may we contact? ☐ Yes ☐ No

Employer: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Fax Number: (_____) _____

Position: _____ Last Salary/Hourly Rate: _____

Position Status: ☐ Full Time Employment ☐ Part Time Employment (_____ hours per week)

Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____

Duties included: _____

From: ____/____/____ To: ____/____/____

Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No

Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

B. If current employer, may we contact? ☐ Yes ☐ No

Employer: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Fax Number: (_____) _____

Position: _____ Last Salary/Hourly Rate: _____

Position Status: ☐ Full Time Employment ☐ Part Time Employment (_____ hours per week)

Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____

Duties included: _____

From: ____/____/____ To: ____/____/____

Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No

Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

C. If current employer, may we contact? ☐ Yes ☐ No

Employer: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Fax Number: (_____) _____

Position: _____ Last Salary/Hourly Rate: _____

Position Status: ☐ Full Time Employment ☐ Part Time Employment (_____ hours per week)

Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____

Duties included: _____

From: ____/____/____ To: ____/____/____

Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No

Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

D. If current employer, may we contact? ☐ Yes ☐ No

Employer: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Fax Number: (_____) _____

Position: _____ Last Salary/Hourly Rate: _____

Position Status: ☐ Full Time Employment ☐ Part Time Employment (_____ hours per week)

Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____

Duties included: _____

From: ____/____/____ To: ____/____/____

Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No

Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

E. If current employer, may we contact? ☐ Yes ☐ No

Employer: _____ Supervisor: _____

Address: _____

Phone: (_____) _____ Fax Number: (_____) _____

Position: _____ Last Salary/Hourly Rate: _____

Position Status: ☐ Full Time Employment ☐ Part Time Employment (_____ hours per week)

Were you a supervisor? ☐ Yes ☐ No Number of Employees Supervised: _____

Duties included: _____

From: ____/____/____ To: ____/____/____

Did you quit? ☐ Yes ☐ No Were you terminated or asked to resign? ☐ Yes ☐ No

Reason for leaving (if you were terminated or asked to resign, you must provide sufficient details): _____

SIGNATURE AND CERTIFICATION

IMPORTANT- PLEASE READ CAREFULLY BEFORE YOU SIGN!

I hereby affirm that the information provided on this application (and accompanying resume and/or documentation, if applicable) is true and complete to the best of my knowledge. I understand that I am required to submit my complete work history. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further understand that this application becomes the property of Berkeley County Water & Sanitation and will not be returned.

I authorize persons, schools, my current and previous employers, organizations, law enforcement organizations, clerks of court and/or others named in my application (and accompanying resume and/or documentation, if applicable) to provide any relevant information that may be required to arrive at an employment decision. **I authorize Berkeley County Water & Sanitation to verify and investigate the information provided by me and release Berkeley County Water & Sanitation, my former employers and others from any and all liability for seeking or providing such information.** I fully understand that a criminal or other background check may be conducted at any time during my employment with Berkeley County Water & Sanitation.

I further understand that my employment and compensation with Berkeley County Water & Sanitation are **"AT WILL"** and that I may be terminated, with or without cause or motive, at any time for any or no reason at the option of either Berkeley County Water & Sanitation or myself. I understand that no management official/body other than Berkeley County Council has any authority to enter into any agreement contrary to the "at will" employment or to make any oral assurance or promise of continued employment.

I also understand that if I am given a conditional offer of employment that I will be scheduled for a drug and alcohol screen, a tuberculosis test (PPD) and may be scheduled for a psychological exam, functional capacity test and physical examination.

Signature: _____ Date: _____

Notice to Applicants Regarding Criminal History Checks

If you have ever been convicted of, plead guilty or plead nolo contendere to an offense other than a minor traffic violation, you must provide this information on your application. *This includes convictions for driving under the influence or driving under suspension as well as any convictions fraudulent check charges.* You do not need to list any convictions which have been expunged.

You will be considered for the position provided that any convictions are not relevant. Before a conditional offer of employment is made, a criminal history check will be ordered for each applicant selected. This includes current Berkeley County Water & Sanitation employees. If any further background checks reveal a discrepancy between your job application and the background check, you may be terminated from employment.

CRIMINAL, TRAFFIC, AND/OR CIVIL COURT RECORD: (In addition to any others, please include DUI, DUS or fraudulent check convictions which have not been expunged).

Have you ever been convicted of, plead guilty or plead nolo contendere to, an offense other than for a minor traffic violation? _____ Yes _____ No. If answer is yes, give complete details. A conviction will not necessarily exclude you from employment consideration.

Crime

Court

Date of conviction

Was the crime a felony or a misdemeanor? _____

Please provide details: _____

HR USE ONLY:

AP# _____

APPLICANT DATA RECORD

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Name: _____
Last First Middle Maiden

Social Security Number: _____ Phone: (_____) _____

Address: _____
Street City State Zip Code

Date of Birth: _____ Age: _____

Position applying for: _____ PS#: _____

Date: _____

AS EMPLOYERS/GOVERNMENT CONTRACTORS, WE COMPLY WITH GOVERNMENT REGULATIONS AND AFFIRMATIVE ACTION RESPONSIBILITIES. SOLELY TO HELP US COMPLY WITH GOVERNMENT RECORD-KEEPING, REPORTING AND OTHER LEGAL REQUIREMENTS, PLEASE COMPLETE THE APPLICANT DATA RECORD. IT WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION FOR EMPLOYMENT. WE APPRECIATE YOUR COOPERATION, HOWEVER; THIS FORM IS OPTIONAL (YOU DO NOT HAVE TO COMPLETE).

CHECK ONE: ☐ Male ☐ Female

How did you hear about this job?

CHECK ONE: ☐ White
☐ Black
☐ Hispanic
☐ Asian/Pacific Islander
☐ American Indian/Alaskan

CHECK ONE: ☐ County Employee
☐ JobLine
☐ Website
☐ Newspaper Ad
☐ Office Visit
☐ Job Service
☐ Other